



FedTraveler.com Executive Administrative Staff Training

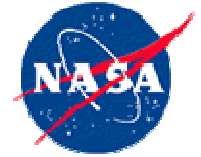


ARC eTravel Team

April 7, 2009

- **Complex Travel Functions**
 - **Foreign Travel Process**
 - **Extended TDY Process**
 - **Invitational Travel Process**
 - **Sponsored Travel Process**

Foreign Travel Process



TRAVELER RESPONSIBILITIES

Travel Request Worksheet	•Provide adequate detail and information
Pre-Authorization Form	•Provide adequate detail and information
Advance Notification Form (ANF)	•Provide adequate detail and information
Late Justification Letter	•Submit if travel is less than 2 weeks prior to departure date
Property Pass Forms (ARC761, ARC 798, ARC 66)	•Submit if traveler is taking electronic device on travel •Traveler must sign in appropriate areas
Export Control for Presentation (Non-Program)	•Provide copy of approved presentation which was submitted in the new Export Control system (or paper NF 1676 and ARC 1676A if using a previously approved presentation)
NF 1167 (Non-program)	•Complete boxes: 1, 2, 4, 5, 6, 7, 8, 11

Foreign Travel Process



CTO PREPARER RESPONSIBILITIES

Travel Authorization in FedTraveler	•Creates Authorization using TRW
Pre-Authorization Form	•Obtain signature from Center Director's Office
Advance Notification Form (ANF)	•Check that form is completed and without errors •Send to Mary Williams and Teresa Delvecchio
Late Justification Letter	•Format letter and obtain signature
NF 1167 (Non-Program)	•Obtain Director's signature
Finalize Package	•Scan all documents into FedTraveler.com and route for approval

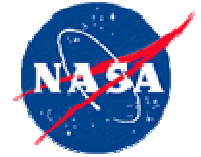
Extended TDY Process



1. Traveler populates *Travel Request Worksheet (TRW)* with Extended TDY information and submits to CTO via e-mail (ARC-CTO@mail.nasa.gov).
2. CTO Preparer fills out NSSC's *NASA Extended TDY Questionnaire* on behalf of Traveler and submits online.
3. CTO Preparer notifies Traveler that NSSC will be contacting him/her with SATERN Extended TDY orientation info. and requests Traveler to arrange one-one-one counseling with ARC CTO.
4. Traveler completes SATERN orientation and schedules counseling.
5. Once counseling is complete, CTO Preparer creates travel documents and requests confirmation on itinerary from Traveler.
6. Travel Authorization is routed to Funds Certifier, Dynamic and Management Approvers.
7. Travel takes place.
8. Traveler submits *Expense Report Worksheet (ERW)* monthly with receipts.
 1. Submits copy of signed lease agreement with first Expense Report.
9. CTO Preparer creates Expense Report.
10. Traveler submits Expense Report.
11. Traveler is reimbursed by NSSC.



Invitational Travel Process



1. NASA Sponsor contacts CTO via e-mail (ARC-CTO@mail.nasa.gov) to request Invitational Travel and provides Traveler contact information.
2. CTO Preparer contacts Traveler and provides overview of process and *NASA Invitational Travel Form* and *TRW* and *ERW*.
3. Traveler fills out *NASA Invitational Travel Form* and faxes to secure fax # 650-604-2489.
4. Traveler submits *TRW* to CTO via e-mail or with fax.
5. CTO Preparer processes traveler information, creates eTravel account and creates travel documents in FedTraveler.
6. CTO Preparer notifies Traveler of itinerary and obtains confirmation.
7. Traveler travels on behalf of NASA.
8. Traveler submits *ERW* and receipts to CTO within 5 days of travel.
9. CTO Preparer creates and submits Expense Report in FedTraveler.
10. Traveler is reimbursed by NSSC via direct deposit.



Legal Name:

First Name *M.I.* *Last Name*

SSN: - -

DOB: ____ / ____ / ____
Month Day Year

Place of Birth: _____ / _____
Country State

Drivers License:

State: _____ Number: _____

Residential Address:

Street Address:

City: _____ State: _____ Zip Code: _____

Contact Information:

Phone: () Email:

Travel Authorization / Billing:

Credit Card #

Travel Reimbursement Information (*processed via direct deposit*):

Bank Name:

Bank Routing Number:

Bank Account Number:

Account Type: ☒ Checking ☐ Savings

Do you plan on returning as an Invitational Traveler to NASA? Yes No



Sponsored Travel Process



TRAVELER RESPONSIBILITIES

Letter of Invitation	<ul style="list-style-type: none">•Dates, purpose and description of trip•Title of Function•What the sponsor is paying for (airfare, lodging, etc.)•Statement saying “No NASA grant funding will be used to defer these travel expenses”
Travel Request Worksheet	<ul style="list-style-type: none">•Indicates RIK / Sponsored travel•Provide additional expenses not paid by sponsor
Request for Approval (to Director)	<ul style="list-style-type: none">•Dates, purpose and description of trip•Title of Function•What the sponsor is paying for and what NASA is paying for•Additional required notes (verbiage found on website)<ul style="list-style-type: none">– Benefit to NASA– No direct exchange of money for travel expenses– Request to enter into RIK travel arrangement•Number of days of annual leave if applicable

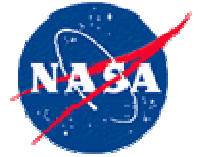
TRAVELER RESPONSIBILITIES (cont'd)

Reimbursable Travel Data Sheet	<ul style="list-style-type: none">• Adequate detail and information about Sponsored Travel
Approved NF 1676 & ARC 1676A	<ul style="list-style-type: none">• Must be provided with abstract / presentation or the electronic version along with a copy of the abstract / presentation• Old copy of 1676 form to be included if applicable
Late Justification Letter (to Director)	<ul style="list-style-type: none">• Explanation of why the package is late• Request for approval and Late Justification can be combined• Written and signed by the traveler

CTO PREPARER RESPONSIBILITIES

Reimbursable Checklist	<ul style="list-style-type: none"> • Ensures all elements of the process are tracked
Travel Authorization in FedTraveler	<ul style="list-style-type: none"> • Creates Authorization and puts on hold until Legal signs off • In comments indicate this is a RIK package and what sponsor is paying and what NASA is paying
Thank you Letter	<ul style="list-style-type: none"> • To be signed by the Director • Includes what the non-federal source will pay for and what NASA will pay for. • Additional required note (verbiage found on website) <ul style="list-style-type: none"> – No direct exchange of money for travel expenses
Obtain Signatures	<ul style="list-style-type: none"> • Request for Approval / Late Justification Letter (Director) • Reimbursable Travel Data Sheet (Legal) • NF 1676 & ARC 1676A (Director)
Finalize Package	<ul style="list-style-type: none"> • Fax forms to FedTraveler.com • Notify Traveler when package is signed off on and approved

Questions?



ARC Domestic Travel Process



1. Traveler/Admin initiates travel by obtaining the *Travel Request Worksheet* (TRW) from <http://cfo.arc.nasa.gov/travel.html> and submitting it to ARC-CTO@mail.nasa.gov with the following information in the Subject line:
 - Org Code – Date - Traveler Name
(example: Code CS – 031709 - J. Doe)
 - Send the e-mail with “High Priority” (!) if travel is within 48 hours
2. Central Travel Office (CTO) reviews TRW and returns it if traveler name, trip dates, location or accounting information is missing.
3. Once TRW contains all necessary information, CTO Preparer prepares Travel Authorization and books reservations.
4. Traveler receives e-mail from FedTraveler.com with link to view itinerary.
5. CTO Preparer sends an email to the traveler and Admin, if applicable, requesting confirmation of the itinerary within 48 hours.

6. Traveler or Admin contacts CTO Preparer to confirm the planned itinerary.
7. CTO Preparer submits Travel Authorization for approval.
8. Approvals are made by fund certifiers and approvers.
9. Traveler receives e-mail from FedTraveler.com with itinerary and travel information prior to travel.
10. Travel takes place.
11. Within five days of travel completion, traveler submits the *Expense Report Worksheet* from <http://cfo.arc.nasa.gov/travel.html> to ARC-CTO@mail.nasa.gov.
 - Receipts over \$75 (including all hotel and rental car receipts regardless of cost) are to be submitted to ARC Central Travel Office via fax (650-604-6082) or mail (MS 203-14).
 - All original receipts should be retained by the traveler for 6 years and 3 months per US Federal Travel Regulations.



ARC Domestic Travel Process (cont'd)



12. CTO Preparer creates the expense report.
13. CTO Preparer e-mails the traveler to indicate that an expense report is ready for review.
14. Traveler logs in to <https://www.fedtraveler.com> to review and electronically sign the expense report.
15. Expense report undergoes approvals by fund certifier and supervisor followed by processing by the NSSC.
16. Traveler receives reimbursement from the NSSC.

- Live Labs
 - April 8-10, 10am-12pm, N241 / 149
 - April 13-24, 10am-12pm, N204 / 101A
- Support
 - Travel arrangements: ARC-CTO@mail.nasa.gov
 - General FedTraveler.com how-tos: 4-2000
 - To reach an agent while on domestic travel call: 1-888-353-5873
- ARC Travel website
 - <http://cfo.arc.nasa.gov/travel.html>
 - Quick Reference Guides – Traveler and Approver